



MAHARASHTRA EDUCATIONAL SOCIETY'S
H. K. COLLEGE OF PHARMACY
PRATIKSHA NAGAR OSHIWARA, JOGESHWARI (W), MUMBAI 400102
NAAC Accredited Grade 'A'



6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

APPENDIX 'D-2'
(As per Statute 17.2)

FORM FOR ASSESSMENT OF WORK OF COLLEGE LECTURERS

Year of Assessment:- _____
Date on which the teacher reached the stage of Rs. _____ in the Pay-scale of Rs. _____:

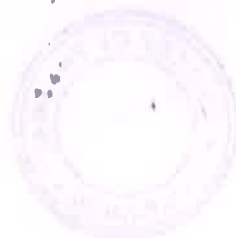
I. Basic Information:

- (i) Name of the college :-
- (ii) Region in which situated :-
- (iii) Name of the lecturer (in full) :-
- (iv) Date of birth :-
- (v) Qualifications of the Lecturer :-

Degree and Post-graduate degree Examination	Special / Principal subject offered	Allied additional/subordinate subject offered	Class obtnd.	Year of passing	University

- (vi) Subject taught and faculty :-
- (vii) Designation :-
- (viii) (a) Date of joining the present College :-
- (b) Date of approval of appointment by the University :-
- (ix) Teaching experience at the College Level :-

Name of the institutions where employed previously	Period of service		Designation	Classes taught	Subjects taught	Scale of Pay
	From	To				



II : - Courses taught and work-load:

Course	Number of periods per week			
	Lectures	Tutorials	Practical	Subjects and papers taught
Under-graduate				
Post-graduate				
M.Phil.				

III: - Teaching methods applied: - Name and describe new teaching methods used (If any), besides lectures method i.e.:

- (i) Distributing lecture synopsis and bibliography :-
- (ii) Encouraging questions in class :-
- (iii) Announcing topics for discussion in advance :-
- (iv) Holding Seminars :-
- (v) Use of audio-visual aids (whenever facilities exist) :-
- (vi) Holding of moot courts, arranging for court visit etcetera. in case of the law students :-

IV: - Contribution of COSIP & COHSSIP Schemes in the college or through ULP (Wherever such scheme exists) :

V : - Any other contribution in:

- (i) Teaching Methods :-
- (ii) Evaluation Techniques :-
- (iii) Course Development etc. :-

VI: - Academic and professional growth (during the preceding three years):

- (i) Research qualifications acquired :-
- (ii) Research projects undertaken :-
- (iii) Research papers published indicating titles and Names of journals in which published :-
- (iv) Guidance rendered to research scholars :-
- *Participation in seminars, workshops & conferences :-
- (v) *Participation in orientation programmes, refresher Courses etc. :-
- (vi) *Faculty improvement programme :-
- (vii)* Any other type of training :-



VII: - Participation in extra-mural activities:

- (i) Extra-curricular activities – **debates, cultural Activities, counseling to students, Planning Forums, Union, N.S.S., N.C.C., Scouting etc.**
- (ii) Service to community – **Adult Education, Extension Service etc.**

VIII: - Help rendered in college administration by membership of various committees such as Discipline Committee, Admission Committee, Students' Welfare Committee, etc.

IX: - Any other information about contribution (not conveyed above) relevant to a proper assessment of activities

X: - General Observations:

Attendance: -

Regularity :-

Punctuality :-

Student-teacher relationship :-

Colleague relationship :-

Class control :-

Reading habits and other matters :-

Signature of the lecturer

Place :- Mumbai

Date :-



Name of the lecturer (in full):-

* Evaluation by the Head of the Department or the senior-most Lecturer in the Department or Principal.

Item	Factual Verification		Evaluation				
	Correct	Exaggerated	Excellent	Very Good	Good	Average	Poor
*I							
*II							
III							
IV							
V							
VI							
VII							
VIII							
IX							
X							

Date

Signature of the Head of the Department

or

The senior most Lecturer in the

or

Principal

Department

Observations of the Principal: -

Signature of the Principal

Date :-



* The Head of the Department or in his absence the senior-most lecturer in the department or the Principal where he happens to be the Head of the Department shall verify that all the columns in the form are filled in before he gives his ratings of evaluation and forwards the assessment report to the Principal/the University.

* Evaluation is not expected in respect of Column Nos. I and II.

C:\Chougule\Assessment of Work

